

BASSINGBOURN VILLAGE COLLEGE

Minutes of the Local Governing Body meeting held on 8th November 2018

Present:	Alison Butterworth (AB) - Chair Peter Bolton (PB) Rachel Chalmers (RC) Dushy Chetty (DCh) Will Clayton (WC)	Chris Cornwell (CC) Stephen Morris (SM) Vickey Poulter (VP) Chris Roope (CR) Mike Urquhart (MU)
In attendance:	Jeremy Brock (JB) [<i>until Item 6</i>], Phil Church (PC)[<i>until item 9</i>], Heather Edwards (HE) [<i>until item 9</i>], Sue Smith (SS)	
Minutes:	Hilary Forrester (Clerk)	

	ACTION
<p>1. Apologies and declaration of interests</p> <p>Apologies were accepted from Jess Lievesley. No apologies were received from Simon Lambert.</p> <p>There were no declarations of interests.</p>	
<p>2. Minutes of last meeting and matters arising</p> <p>The Minutes of the meeting held on 27th September were approved and signed by SM (Chair).</p> <p><u>Letter to parents regarding PFA</u>: This had been sent out in the weekly mailings.</p> <p><u>Link Governors</u>: SM thanked everyone for their responses. There were still some final meetings to be done by the end of term. SM encouraged all to read the one-year improvement plan related to their area.</p> <p><u>Safeguarding</u>: The SCR rota had been drawn up and circulated.</p> <p><u>Finance update</u>: SM reported that Chairs of Governing Boards from all seven schools in the MAT had met at Sawston recently and gave feedback from the meeting. The ability to share data across the MAT was a positive benefit, but it was felt that communication could be improved in some areas. Improvements in relation to catering and the cleaning contract were mainly on quality of the services rather than cost. VP noted that catering had received a Capital investment for the biometric system. £3,000 was still available, of which £2,000 had been earmarked for a new oven and the remaining £1,000 would be used to improve signage etc. CR asked if governors could have a list of key points on how the MAT has improved BVC as a whole, in case they were asked.</p> <p>Action: To consider producing a list for governors of the ways BVC benefits from the MAT.</p>	SM
<p>3. KPIs – National Performance table review, Year 11 target setting</p> <p>JB explained the data and gave a powerpoint presentation about Progress 8 for the benefit of new governors and as a refresher. Governors asked questions. Q: How is the target setting process for GCSE results different this year from last year and how do the targets or English, Science and Maths this year compare to the equivalent targets from last year? A: JB explained the ‘table checking’ exercise and it was noted how a small number of students could skew the results. VP explained why two students did not sit any exams. Data for all students who took</p>	

the exams was shown. JB commented that Progress 8 is slightly skewed against smaller schools. **Q:** What is mid and low prior entry? **A:** VP explained about prior attainment and that BVC was slightly below national average for low entry students, but positive for mid level entry. There were 11 students last year at low level. Girls made more progress than boys but had not done badly compared to national.

JB explained the process of Target setting. The targets were both challenging and realistic, taking account of entry levels. The aim is for as many students to be near or above target as possible. Using the French Transition Matrices as an example, JB demonstrated how the 9-1 grades were calculated from the A-G grades. **Q:** Does expert knowledge and experience of the students feed into targets? **A:** Yes, professional judgement is still the driving force in target setting. Once targets are predicted, the matrix figure is compared with the target set. JB then analyses this and makes suggestions to the leadership team. Consultation then takes place with the department leaders and there is discussion based on professional judgement. Subject leaders/teachers had a key role to identify students within the range predicted. JB outlined the target summary for Y11s. Progress 8 for the whole school is +0.19.

JB explained the Attainment 8 figures for maths and sciences. Y10 data for passing English at Grade 5-9 was presented in comparison with the end of Y11 targets. **Q:** There are 20 children less in Triple science – this is optimistic? **A:** Targeting is used for motivation but must be a realistic. We rely on students getting the grades they are targeted, so the final picture may change. **Q:** Is performance management based on the targets? **A:** Yes, targets and the mock results.

Q: Given the uncertainty around the new examinations, are you happy with these targets given that they are higher than last year? **A:** They are challenging targets. No school would be satisfied with a progress score of 0 as this would mean an average school. We want to improve on where we were last year.

The data targets were agreed although fine tuning after the practice exams may occur particularly in science.

4. Pupil premium report

PC reported that across the MAT schools, BVC is the highest performing school for Pupil Premium (PP). The PP Strategy document was circulated and PC explained about PP and how the school focusses on barriers to future attainment. Some of the barriers were similar to last year, including reading ages, external barriers such as attendance, post-16 aspirations and parental engagement. PC explained that the PP Strategy showed the desired outcomes, and the success criteria for these. It was noted that Attendance was a key area of focus to close the gap between PP and non-PP students. PC explained how the PP budget is used to remove barriers to learning for disadvantaged pupils compared to other pupils in school.. **Q:** Who suggests what is funded? **A:** Heads of Departments identify areas of need. **Q:** Do families like receiving 'charity'? **A:** There have been no objections but it is important to build relationships with parents/carers. The document would be placed on the website to show how the PP funding is used.

PC gave examples of how expenditure is tracked for individual students. Attendance and actions relating to this are also tracked. Intervention work was being done to raise reading ages, but not all PP students had been enrolled on the scheme yet. This is particularly important because reading age, and speed has an impact on the students' ability to access course material and exam papers. PP progress tracking data was shown. **Q:** Do other students who are not PP have their reading age tracked? **A:** Yes, but this is done through a different system because this intervention is paid for by PP funding. DCH as the Pupil Premium link governor commented that PCH was asked to share his strategy for PP with the other schools in the MAT.

5. Behaviour and attendance report, EFL policy changes

Governors received the report in advance. There were no questions. VP reported that behaviour and attendance had been very positive compared to this time last year.

<p>The Attendance Policy was part of the <i>Expectations for Learning</i> document which consisted of five policies, grouped together. Governors were asked to consider the proposed changes to the Attendance Policy. VP explained that rather than buy in the services of the Education Welfare Officer, the money was now being used more proactively in school and a summary of the new four stage attendance procedure was circulated. Legally the school had to offer one meeting with parents before legal proceedings are instigated. At the recent Attendance Conference that VP attended, there was a push to fast track penalty notices. Local Authorities have been issuing penalty notices for some time and it has had a positive impact on attendance. BVC had sent three penalty notices since September (all for term time holiday). It was noted that there was an increasing number of level 4 medical needs students.</p> <p>Q: Is it clear what medical evidence means? A: It is whatever the school deems adequate. It can include a conversation with the doctor over the phone. Q: When you have students who are ill and fall behind, do they have a reduced timetable? A: In that case we would be asking for medical evidence to determine how much education they can access. Q: What period of attendance we are measuring to A: It is reviewed over an 8 week period.</p> <p>Action: Add to the Attendance Policy that attendance is reviewed over an eight week period.</p> <p>Governors were given examples of how attendance is celebrated and promoted. The expectation is now 100% attendance, whereas it had been 97% previously. BVC introduced a punctuality procedure last year which has had a positive impact on reducing 'lates' (late arrival to school). This includes being very strict about late detentions and the leadership team operate a 'late gate' at either end of the school to ensure that late pupils go via the office to sign in. This procedure is formalised in the policy. There is no unauthorised absence unless under exceptional circumstances which are evidence based.</p> <p>Governors were asked to consider a change relating to mobile phones in another part of the <i>Expectations for Learning</i> document. The change stated that 'no mobile phones and devices are seen from arrival at school until the end of the school day, including lunch and break time.' If mobile devices are seen, they would be confiscated by staff and parents are required to come into school to pick up the device. Mobile devices can be allowed, if permitted by a member of staff, including use in lessons at teachers' discretion.</p> <p>The changes to the <i>Expectations for Learning</i> document were ratified.</p>	<p>VP</p>
<p>6. Improvement Plan and SEF process, Risk Register (VP)</p> <p><u>Improvement Plan and SEF documents:</u> VP introduced these documents. The draft SEF document was circulated for information. It was noted that as a live document, the SEF would be built up throughout the year and Governors would receive regular updates on progress.</p> <p>Action: Governors to receive a more finalised version of the SEF in the New Year.</p> <p>Q: Did we do any Stakeholder surveys last year and can we have feedback on that? A: Yes, at parents' evening.</p> <p>Action: Governors to receive feedback on the student survey.</p> <p><u>Risk register:</u> The draft document was circulated. Further work would be done at the leadership and governor level. Q: Can we include in the first row the risk of being unable to recruit staff, rather than just underperformance of staff? A: Yes.</p> <p>Action: Add a risk relating to the difficulty to recruit staff.</p> <p>Governors were asked to give feedback via DC to Anglian Learning. Q: Is this an Anglian Learning risk register or a BVC risk register? A: The risks are generic, rather than school specific. It is our judgement about the level of risk to BVC. Q: Should any new risks that we identify be fed back to the MAT? A: Yes if they are generic, so that they can be included for all schools. We assess the level of risk and identify what actions should be taking place. This is fed into the SEF and linked to the Improvement Plan. Link governors were asked to identify</p>	<p>VP</p> <p>VP</p>

<p>any risks linked to their section of the Improvement Plan in order to ask questions and seek evidence that could be fed into the Improvement Plan.</p> <p>Action: Postpone discussion of the Improvement Plan until the next meeting.</p> <p>Action: Add the level of risk and send the Risk Register to governors electronically with an indication showing how the rows are allocated so that governors can ensure the risks are included in the Improvement Plan.</p>	<p>SS/SM</p> <p>VP/All</p>
<p>7. Anglian Learning Quality Assurance process (VP)</p> <p>For information, the AL Quality Assurance document was circulated to show when visits are taking place and how those feed into the Anglia learning plan. The document also showed secondary leadership group meetings and agenda items to be discussed. Governors would receive regular updates.</p>	
<p>8. Finance, Premises and contract update</p> <p>VP reported that Kevin Cornwell had started on 15th October as premises manager. An advertisement had been placed for a site assistant for the sports centre and cover supervisor. There may be some cost implication for buying in supply teachers in the meantime.</p> <p>Governors received the MAT staff absence report from July to October. There were 33 days of TA absence, 13 days of teacher absence and 15 days of support staff absence due to sickness during that period. SS reported that the College no longer uses the Bradford indicator scores but does get feedback on trends across the MAT.</p> <p>The Biomass boiler had been fixed and bills would come out of the capital spend on the electricity project. Cleaning contract had been retendered at about £7,000 more, but the level of service had improved. The contracts list would come to the next LGB meeting. The NIS system Progresso and the ICT contract were due for renewal. BVC currently uses an IT service from the Local Authority, but will investigate options through the MAT.</p> <p>Action: Bring update the Contracts list and the Energy Performance Report to next LGB meeting in December.</p> <p><u>Finance update:</u> VP reported that £3,000 would be carried forward as some actions had been put into last year's budget.</p> <p><u>Boilers:</u> The boilers in D&T and Sports Centre require parts/repair. If both needed to be replaced, the cost would be £20,000. Q: Are they old? A: They had not been serviced every year. We have signed up to a service contract and they will be inspected regularly. Q: Can we extend use of the biomass boiler? A: We do not have to use the oil boilers as much now that the biomass is up and running, but it does not help in the Sports Centre.</p> <p><u>Teachers pay award:</u> Governors agreed the pay award. It was noted that there would be pensions increases next year.</p>	<p>VP</p>
<p>9. Safeguarding update including SCR check</p> <p>Safeguarding and SCR check had been completed. VP would also be checking once a term in addition to governor involvement. Chris (CC) and Mike (MU) were due to do a check later in November. Governors were asked to return the memo to confirm that they had read <i>Keeping Children Safe in Education</i> and viewed the power point presentation.</p>	
<p>10. Pay review committee recommendations and appraisal process</p> <p>CC, DCh and AB had formed a Pay Review Committee and had approved the pay spines proposed. Governors were happy with the rationale and evidence. The proposals were approved.</p>	

<p>11. SEND Information report update and catchup plan</p> <p>SEND funding and Catchup funding for Y7 students amounted to £6,000. VP outlined the Catchup Plan showing how the money was spent, together with the impact. This would be published on the website.</p> <p>The SEND information report had been updated for this year and published on the website.</p>	
<p>12. Goodbyes</p> <p>Governors noted that SM's term of office was due to end before the next meeting. SM expressed his desire to continue as governor and Chair, and would be standing for re-election. The timing of the election would be brought forward so that the role could be filled as soon as possible.</p> <p>Action: SS to conduct parent governor election after the meeting.</p> <p>RC was stepping down as staff governor and governors thanked her for her support and input. A replacement staff governor would be recruited. HF was leaving as Assistant Clerk. Governors thanked her for her work.</p>	<p>SS</p>

Meeting closed at 21:15

Chair